

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Accounting Technician III
LOCATION: CARTS
HIRING RANGE: \$33,043 - \$34,630
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: June 18, 2015
DATE AVAILABLE: June 17, 2015
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

This position performs a variety of accounting tasks in support of the County Transportation System. Work involves a variety of accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents.

ESSENTIAL JOB FUNCTIONS

Creates and balances daily reports related to transportation services. Verifies client eligibility and matches client with available funding sources. Monitors levels of funding and discusses with County staff alternate funding sources. Prepares invoices and statements for services provided. Monitors for payments for services provided. Verifies departmental bills and codes them for payment. Accounts for money received into the department and prepares daily deposits. Monitors departmental timesheets. Responsible for filing and monitoring grant reimbursements. Responsible for reconciliation of monthly trips and revenue. Evaluates applicants for ADA complementary para transit services. Assists other staff in the department. Performs related duties as required.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from two year college with a major in accounting or business and considerable experience as an accounting technician or clerk in a fiscal office environment, preferably in a governmental operation; or an equivalent combination of education and experience. This position is subject to drug and alcohol pre-employment, random, reasonable suspicion, and post-accident testing.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required. May be required to perform on call responsibilities.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Kelly Walker at 252-636-4917.

Craven County is an Equal Opportunity Affirmative Action Employer.

